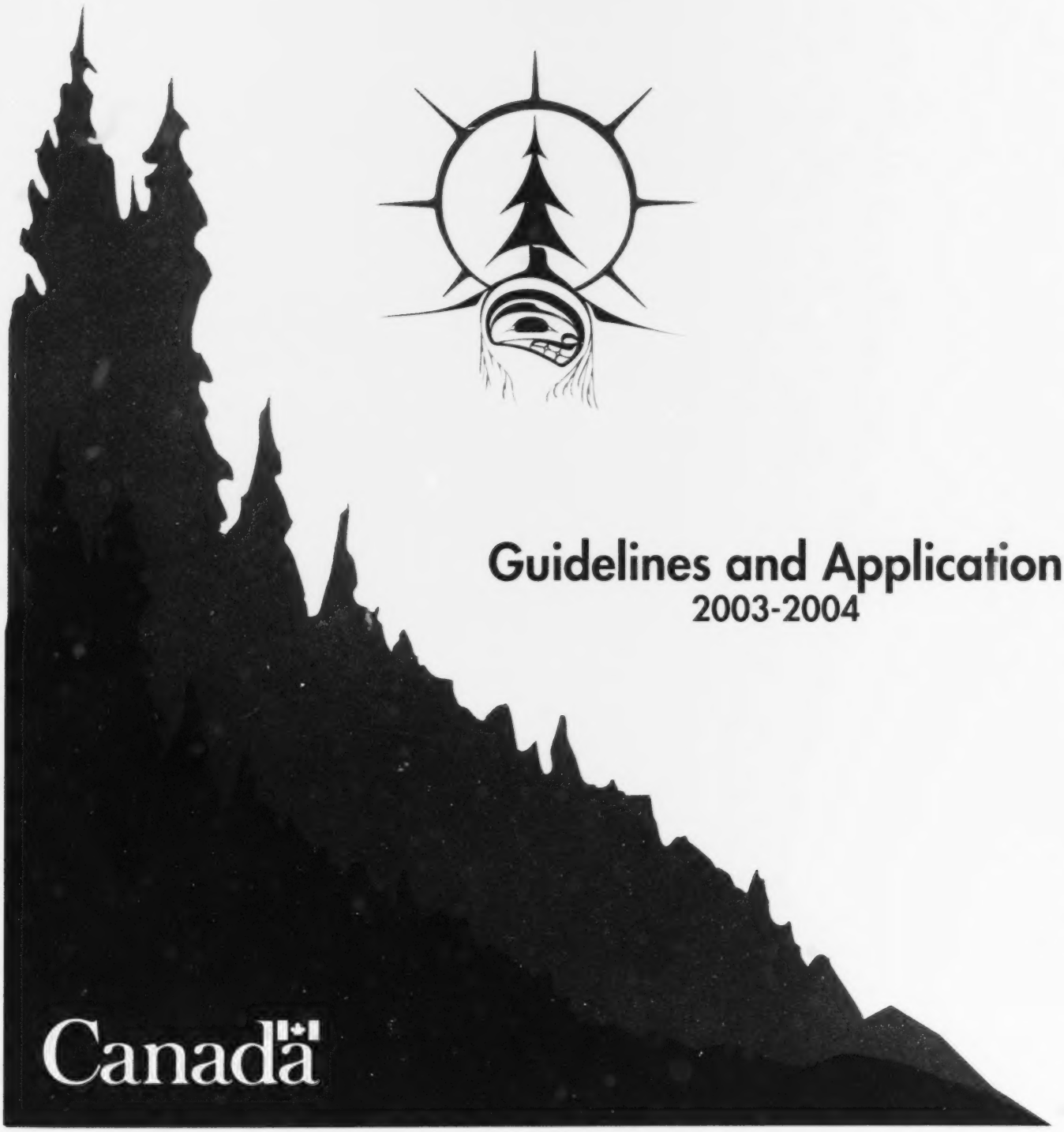
First Nations Forestry Program
British Columbia
2003 - 2008



Guidelines and Application
2003-2004

Canada

General Information:

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1. This booklet contains the Application and Guidelines for the First Nations Forestry Program (FNFP). The FNFP is a federal government initiative jointly funded by the Department of Indian Affairs and Northern Development and by Natural Resources Canada, Canadian Forest Service. Through the Program, First Nations can obtain financial and technical assistance in forestry and forest economic development.

   Additional copies of this booklet and further information about the FNFP can be obtained from the Canadian Forest Service at the address below. For additional information on the FNFP, please visit our website at **www.pfc.cfs.nrcan.gc.ca**.

   Canadian Forest Service
   First Nations Forestry Program
   506 West Burnside Road
   Victoria, BC V8Z 1M5

   Attention: Heather O'Leary
   FNFP Administrative Assistant

   Telephone: (250) 363-6036
   Fax: (250) 363-0775
   E-mail: holeary@nrcan.gc.ca

   To reach the Canadian Forest Service general line, please call (250) 363-0600.

2. Completed applications and proposal details should be returned to the Canadian Forest Service at the above address. **Receipt of the original signed proposal and all attachments are required on or before the deadline of May 8, 2003. Please do not fax proposal packages.**

3. Please read this booklet carefully before completing the Application.

February, 2003

103-05883/

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INTRODUCTION

In March, 2003, the Ministers of Indian Affairs and Northern Development and Natural Resources Canada issued a joint announcement that the First Nations Forestry Program (FNFP) would be renewed for a five-year period (2003-2008). The FNFP was initially established in April 1996 and is the only federal program in Canada that focuses exclusively on First Nations forestry. Jointly funded and managed by the two departments, the program promotes the active involvement of First Nations in forestry.

The renewal of the program expands the FNFP objectives to reflect First Nations needs in forestry and related economic development opportunities. The program continues as a national program designed to increase First Nations capacity in forest resource management including related business sectors. The Canadian Forest Service, Natural Resources Canada is responsible for implementing the program.

The FNFP was developed to improve economic conditions in status First Nations communities and to *assist* First Nations with building their capacity to manage forest resources. The Program encourages better forest management by providing financial and technical assistance to Bands, Tribal Councils and other First Nations groups or companies involved in improving economic conditions in status communities, so that they may carry out forestry related activities throughout the province, both on and off their reserve lands.

1. FIRST NATIONS FORESTRY PROGRAM (FNFP)

The FNFP was developed to improve economic conditions in status First Nations communities and to *assist* First Nations with building their capacity to manage forest resources. The renewed Program has a five year term ending on March 31, 2008.

The FNFP provides funding and forestry advice for B.C.'s status First Nations in order that they may assume a greater role in participating in forestry activities upon expiry of the Program. Assistance will be provided to foster business partnerships **both on and off reserves**, with various government and non-government organizations, and the forest industry.

This Program is not just about forest management on reserve land, but about economic development, and the enhancement of First Nations abilities to manage forest resource activities throughout British Columbia.

2. PROGRAM MANAGEMENT AND PROJECT PROPOSALS

The FNFP is a national initiative which is managed by a National Management Committee to provide overall broad direction to the Program.

The management and delivery of the FNFP in each province or territory is the responsibility of Provincial and Territorial Management Committees. These committees develop policies, standards and procedures, communications strategies, work plans, and other program elements for their respective province or territory.

In British Columbia, the Management Committee, or Management Board as it is known, is composed of 12 members. There is one representative from each of the government agencies: the Canadian Forest Service, Department of Indian Affairs and Northern Development and the B.C. Ministry of Forests, and nine First Nation representatives from communities, businesses and academia.

The B.C. FNFP Management Board is responsible for the overall direction of the Program in British Columbia, setting policy and reviewing and approving project proposals. The Management Board is the final authority concerning projects and the Program.

3. First Nations Forestry

First Nations forestry contributes greatly to the province in a number of ways.

For example, it contributes to the development of timber and non-timber commodities for local, provincial, national and international markets. These commodities generate direct revenues for First Nations and provide employment income to their members.

Forest woodland areas provide wildlife and fisheries habitat plus a variety of recreational opportunities while enhancing the environmental and aesthetic values of the land.

The FNFP encourages better forest management by providing financial and technical assistance to First Nations Bands, Tribal Councils and other First Nations groups or companies involved in improving economic conditions in status communities, so that they may carry out forestry-related activities throughout the province, both on and off their reserve lands.

4. Program Purpose and Objectives

Program Purpose

The purpose of the FNFP is to improve economic conditions in **status** First Nations communities with full consideration of the principles of sustainable forest management.

Forestry-based activities on and off-reserve is expected to provide initial major economic opportunities for First Nations communities. The FNFP is designed to assist First Nations to build capacity and assume control of the management of forest resources on reserve lands, to establish partnerships and to actively participate in off-reserve forestry and other economic development opportunities.

Since the beginning of the FNFP in 1996, there have been 733 applications requesting almost $31 million in assistance from the Program. Of those, 309 have been approved for funding by the Management Board and a total of $5,967,900 has been spent on individual projects within British Columbia.

Approved projects have covered a broad spectrum of areas and included joint venture development, silviculture crew and other specialized forestry training, business development, forestry infrastructure support and on-reserve silviculture projects.

PROGRAM OBJECTIVES

The FNFP has four main objectives:

4.1 To enhance the capacity of First Nations to sustainably manage their forest lands;

4.2 To enhance the capacity of First Nations to operate and participate in forest-based development opportunities and their benefits;

4.3 To advance the knowledge of First Nations in sustainable forest management and forest-based business development; and

4.4 To enhance the institutional capacity of First Nations at the provincial/territorial level to support their participation in the forest-based economy.

Within these objectives, there are some *essential* project principles which are taken into account during the review process:

- Demonstration of capacity building (development of business and forestry skills with a move towards some element of independence)
- Demonstration of community support (a Band or Tribal Council Resolution should accompany the application)
- Clear, measurable outputs (short-term products) and demonstrable outcomes (longer term impacts of the project)
- Environmentally sound and sustainable
- Be shown to be part of a long-term strategic plan (complements existing or planned community long term vision or planning)
- Encouraging external partnerships where appropriate
- Indicating potential to leverage other resources ($, labour, equipment)

5. WHO IS ELIGIBLE TO APPLY FOR SUPPORT?

Eligible recipients are duly elected First Nations Bands and Tribal Councils, First Nation organizations and any other First Nation group or company involved in improving economic conditions in their communities and who can contribute to the objectives of the Program.

More specifically, to be eligible for FNFP contributions, applicants must be one of the following:

- A First Nations Band
- A Tribal Council
- A Band's economic development organization
- A registered forestry-related First Nations business (does not have to be located on-reserve but must benefit a First Nations band/community)
- A forestry-related First Nations Society (registered under the B.C. Society's Act)

Ineligible recipients include:

- Individuals/Sole Proprietors
- Friendship Centres

6. ELIGIBLE ACTIVITIES AND FUNDING

Any activity or project that can contribute to the purpose and objectives of the FNFP will be eligible for funding consideration.

Section 17 of these guidelines provides examples of the type of activities or projects that can be considered for funding under the four Program objectives.

The following criteria will be applied when considering funding and eligible expenses:

Criteria for Funding

- Maximum Government (federal, provincial, municipal) contribution is 80% of the total project cost.
- Minimum Applicant contribution is 20% of the total project cost. This could include contributions from other sources.
- The FNFP can fund up to $25,000 per application.

Criteria for Eligible Expenses

- Capital - a maximum of 50% of the total funding from the FNFP can be applied towards capital purchases (i.e. to a maximum of $12,500).
- Capital projects must provide a Business Plan.
- Administration Costs - a maximum of 10% of project costs can be applied towards administration costs for implementation and delivery.
- FNFP proposal development costs are **not** eligible and cannot be recovered.
- Expenses incurred by a project prior to approval of the FNFP proposal are not eligible.

Broad Areas Funded by FNFP

The following includes key areas of FNFP funding:

a. **Tenure Applications**

Woodlots - eligible FNFP costs include: application development, inventories, management, development and operating plans, cutting permit applications and logging layout.

Ineligible FNFP costs include: logging, site preparation, planting, weeding and other implementation costs.

Other Tenures - include Tree Farm Licences, Forest Licences, Timber Sale Licences, Innovative Forest Practices Agreements, etc.

Eligible FNFP costs include: application development, inventories, management, development and operating plans.

Ineligible costs include: cutting permit applications, logging layout, logging, site preparation, planting, weeding and other implementation costs.

Application approvals for tenures will be limited to **one** with subsequent ones based on funding availability.

b. **Forestry Business Development**

FNFP funding consideration will be given to projects involving the following:

- Feasibility Studies
- Market Plans
- Business Plans
- Silviculture
- Technical Forestry Services
- Milling
- Value-added (milling and non-timber forest products)
- Expansion to existing businesses
- Agro-forestry

FNFP will **not** fund the following:

- Office establishment and related equipment purchases and operating costs
- Negotiations
- Logging
- Nurseries
- Greenhouses
- Eco-tourism (i.e. building trails, etc.)

c. **Training and Education**

The FNFP supports a wide range of training, both in field and classroom settings. Trainer credentials are to be submitted with the FNFP application and the FNFP will expect certified, accredited, certificate courses with certified trainers when possible. It is important that the training meets the needs of the community. Training must consist of developed materials presented by an accredited/certified institution or trainer. Existing training modules should be utilized wherever possible and delivery between different Bands should be coordinated whenever possible. If curriculum material must be specifically developed, it must be done by qualified and reputable trainers or curriculum development agencies. Forest related training shall meet Ministry of Forests standards, where such standards exist.

Eligible training areas include:

- General Introduction to Forestry - only if associated with the above-mentioned areas.
- Technical Forestry - cruising, GPS layout if associated with providing forestry support services
- Basic Office Administration associated with providing forestry support services
- Logging equipment, operator and maintenance - must be project specific and on-the-job
- Milling equipment, operator and maintenance - must be project specific and on-the-job
- General forestry-related safety (i.e. first aid, transportation endorsement, etc.) *
- Business training (negotiations, running a business, etc.) *
- Incremental training for requests for funding or 'repeat' training (same trainees taking different training over 2-3 years). *

  * Eligible provided the training topics fall within the above-mentioned eligible tenure, forestry business development, training and education funding areas supported by the FNFP.

Ineligible training would include:

- Forestry Coordinators on-the-job wages
- Additional requests for training for 'repeat' training (same trainees taking different training over 2-3 years), if not incremental

7. NON-ELIGIBLE ACTIVITIES

The following are other activities not eligible for funding:

7.1 Proposals that will not benefit status First Nations communities

7.2 Legal cases

7.3 Support to insolvent businesses

7.4 Projects which may cause environmental degradation

7.5 The purchase of GPS and/or GIS hardware or software and/or implementation

7.6 The purchase of vehicles, boats, saws and other equipment where leasing is deemed more appropriate, especially for training programs

7.7 Non-forest based projects

7.8 Compensation or assistance for trainee wages, expenses, travel, accommodation or other living expenses for training related projects

7.9 Training that is not linked to an actual job or business opportunity (i.e. training to enhance skills to search for potential employment is not eligible)

7.10 Joint Venture negotiation applications which do not provide written confirmation from the potential joint venture partner included with the FNFP application.

7.11 Traditional Use Studies

7.12 Long-term Plans

8. PROJECT PROPOSAL SCREENING CRITERIA

The following screening criteria will be used when reviewing and evaluating project proposals:

8.1 All proposals will be considered but only one proposal per Band and one proposal per Tribal Council will be approved.

8.2 Projects which are making use of DIAND RAN program funding will not be considered if the funding is for identical purposes.

8.3 Only proposals that are complete and received by the "official" deadline will be considered for approval.

8.4 The maximum approval amount is $25,000 but may be reduced depending on the type of project that is proposed.

8.5 Only eligible recipients as per Section 5 (Eligible Recipients) will be considered.

8.6 Projects involving the development of plans and carrying out studies must show an indication of initial planning at the Band or Tribal Council level.

8.7 Projects involving training or capital must demonstrate a direct link between the equipment or training that is being proposed and pending Ministry of Forests or industry jobs or contracts.

8.8 Projects must exhibit realistic timelines and achievable deliverables to be considered for approval.

8.9 Project outcomes must be measurable in that they must be linked to jobs or products at the status community level.

9. CAPITAL PROJECT SCREENING CRITERIA

The purchase of equipment and the investment in capital is necessary in many business ventures. Funding for capital projects will be closely screened using the following criteria:

9.1 The project must be part of a business plan in order to be considered, that shows the impact and necessity of the expenditure (i.e. the proposal must be part of a larger financial planning process and the business plan must be submitted with the application).

Eligible items include:
- Computers/printers/plotters (not related to GIS)
- Purchase of new or used logging, milling, technical forestry equipment
- Upgrades to existing equipment

Ineligible items include:
- Office equipment
- Vehicles

9.2 The proposal, through the purchase of the piece of equipment, must demonstrate the potential to create employment within the community.

9.3 The proponent must make a cash or in-kind contribution towards the total cost of the proposed project. A maximum of 50% of the total funding from the FNFP can be applied towards capital purchases (i.e. to a maximum of $12,500).

9.4 Proponents must demonstrate in the proposal their competence in operating equipment through training and/or proven contracts and/or references before funding will be considered.

9.5 Projects where leasing the equipment is an option will not receive consideration for funding to purchase the equipment.

10. PROPOSAL APPROVAL CRITERIA

Proposals will be assessed for funding under the following approval criteria:

10.1 Does the proposal meet any of the Program's objectives and principles?

10.2 What is the percentage contribution being made by the proponent and what is the percentage contribution being made by other partners/agencies? A minimum 20% contribution from the proponent and/or their partners is required.

10.3 Is the planning/infrastructure in place to justify and support this investment (i.e. is there a long range or strategic plan in place that identifies this project as a high priority)?

10.4 What is the proponent's track record - has the proposal displayed previous experience that would enhance the chances of this proposal to succeed?

10.5 Is there any capacity to access other funds or business plans - has the proponent made use of other resources that may be available?

10.6 Are there any industry or other government partnerships identified as contributors to this proposal and in what stage of negotiations are these partnerships?

10.7 Will there be quantifiable outcomes that can be measured for Program evaluation purposes and in what form will these outcomes be?

10.8 Is there a clear indication of what exactly the requested funding is to be used for?

11. PROPONENT AND OTHER PARTNER CONTRIBUTIONS

A project's total cost is shared between the FNFP and the First Nations proponent, and in cases of joint ventures, with other partners.

The share from the proponent or the other partner(s) may be in the form of a direct (cash) or in-direct (in-kind) contribution.

Where the contribution is in-direct in nature, the contribution must be a "cash-equivalent" contribution, that is **real and measurable.** Examples of in-kind contributions include labour, equipment, supplies, rentals, office space, office materials and resources, management services, technical or professional services, etc.

12. APPLICATION PROCESS

Applying for funding under the FNFP requires the submission of a project proposal to the Canadian Forest Service (CFS) at the address found on the inside cover of this booklet, by the stated deadline date.

A project proposal for FNFP funding should include the application information as outlined in the Appendix, plus any supporting documentation that may enhance the quality and clarity of the proposal. Such documentation may include copies of existing business plans, feasibility studies, memorandums of understanding with partners, timber tenure documentation, letters of support (including Band or Tribal Council Resolutions or other First Nations and non-First Nations documented support) or any other information which further substantiates the need for financial assistance.

Additional program applications are available from the CFS as specified on the inside front cover.

The proposal must be received by the CFS by the closing date of May 8, 2003. A letter acknowledging receipt of the application will be sent to each applicant.

Upon expiry of the FNFP application submission closing date, the FNFP Management Board will meet to review and approve proposals. When this has been completed, the CFS will notify each applicant by letter.

13. APPROVED PROPOSALS AND CONTRIBUTION AGREEMENT

Only fully completed proposals and those received by the deadline date will be reviewed by the FNFP Management Board.

Once the FNFP Management Board has completed its review and approval process, the Canadian Forest Service (CFS) will notify each applicant by letter of the outcome.

If your proposal was approved, the next step will be to develop a Contribution Agreement in consultation with a CFS Program representative.

A Contribution Agreement is a legal document which specifies the terms and conditions, budget and standards for the activities which will be carried out and funded under the FNFP. The Agreement outlines the amount being contributed, the work to be conducted, the terms of payment and the project deliverables including the expected outcomes.

This document is developed in consultation with the successful proponent and is issued by the CFS. The project description and roles and responsibilities are outlined in the Contribution Agreement.

The Contribution Agreement must be signed and validated by the CFS before work can begin.

14. Recipient Commitment and Basic Obligations

Once a proposal is approved, there is a need to expedite the development of a Contribution Agreement in order to officially initiate the project and avoid delays in completing project activities. This requires commitment by ensuring priority is given to address any issues that may arise when the terms of reference for the project are being developed including ensuring a quick turn-around in providing additional information when requested. Delays in expediting the development of the Agreement will result in cancellation of the funding.

Monitoring and supervising the activities of the project to ensure progress and attainment of deliverables are other basic obligations of the recipient.

In projects where there is third party involvement, such as consultants or contractors, financial arrangements and payment for services is a recipient responsibility. It is recommended that service contracts be developed when employing third party services.

When a proposal is submitted for consideration of funding, it is expected that the project has been researched, activities are viable, partners have been consulted and implementation can effectively take place shortly after approval is given.

Modifying the project after it has been approved will not be permitted if the changes requested significantly alter the original intent.

15. Reporting and Financial Records

Once a proposal is approved and a Contribution Agreement is validated, recipients are required to maintain accurate accounts and records relating to expenses incurred and payments made in the course of implementing the project. These accounts and records shall be made available upon request for inspection and audit for a three-year period.

16. Payment

Once an Agreement has been issued and validated, payment will be made by the FNFP to the recipient following established federal government procedures and the Terms of Payment outlined in the Agreement. Please note that in most cases, payment is made upon completion of a specified amount of work or provision of the deliverable specified in the Agreement. The recipient will have the responsibility for making payments to contractors, forestry consultants and others employed by the applicant in carrying out the approved project activities. The Proponent is also responsible for providing both the deliverables and substantiation of expenditures for the FNFP funds. FNFP payments can only be made for pre-approved costs which were incurred between the Start and End Dates of the Contribution Agreement.

To receive payment, project claims (received from the CFS) will be submitted by the recipient during the term of the Contribution Agreement according to an agreed payment schedule. Each claim shall be accompanied by a written report as identified in the Agreement detailing project progress to date. Final payment will be made based upon claims submitted and work accomplished. The Recipient must have completed all the requirements of the Contribution Agreement to the satisfaction of the Canadian Forest Service, as the implementing agency.

17. **ACTIVITIES THAT MAY BE CONSIDERED FOR FUNDING UNDER THE PROGRAM'S OBJECTIVES**

Objective 1: ***To enhance the capacity of First Nations to sustainably manage their forest lands***

- Fund forest management plan development and implementation.
- Fund updating of existing plans and forest-based inventories.
- Fund silviculture projects.
- Assist in implementing plans and with initiatives relating to building capacity in developing and managing resource plans.
- Support the management of silviculture projects including enhancing silviculture capacity and skills.
- Fund related research, workshops, seminars and other training initiatives.

Objective 2: ***To enhance the capacity of First Nations to operate and participate in forest-based development opportunities and their benefits***

Enhance First Nations capacity to develop viable forest-based businesses:

- Fund the expansion of existing reserve forest management plans to include financial and business development components.
- Fund business management plans, feasibility studies and market studies.
- Promote First Nations employee skill development and expertise in forest management by supporting forest worker development training.
- Support First Nations in developing competitive silvicultural contractors through training and education and activities relating to crew development, contract administration, health and safety, business awareness and business development.
- Assist bands with implementing silviculture contract pilot projects to develop expertise in contract administration and management.
- Assist First Nations in developing business initiatives and capturing business opportunities relating to integrated resource management. This includes forest based traditional and non-timber opportunities such as mushrooms, berries, medicines and other special forest products.
- Support capacity and natural resource based workshops and seminars and skill enhancement projects

Increase First Nations partnerships:

- Assist First Nations in collaborating with other agencies and organizations including government, non-government and industry to form partnerships and joint ventures in forestry initiatives.

- Fund project investigations and other research initiatives in identifying First Nations opportunities for business partnerships and cooperatives.

- Support product development opportunity identification and marketing initiatives that can bring economic growth to First Nations communities.

- Support economic and viability studies.

- Assist existing and new businesses with the development of viable partnerships and other cooperative ventures between First Nations and other forest stakeholders in pursuing mutual forestry interests.

- Support specific partnership initiatives such as business plan development for cooperative ventures.

Objective 3: ***To advance the knowledge of First Nations in sustainable forest management and forest-based business development***

- Related workshops and seminars, conferences, publications and videos which lead to:

  - increased skills of community forest managers
  - development of networks to support activities of community forest offices
  - increased community awareness of forest-based opportunities
  - enhanced reserve forest management
  - development of networks to support activities of community entrepreneurs and forest workers

- Related training to increase worker and company worker skills

Objective 4: ***To enhance the institutional capacity of First Nations at the provincial/territorial level to support their participation in the forest-based economy***

- Feasibility studies and business plans for an institution for starting new institutions, or incorporating First Nations forestry agendas into existing First Nations or broader institutions.

- Start-up business plans for an institution.

- Advocacy initiatives on behalf of groups of First Nations or all First Nations in a province or territory e.g. development of codes of principles regarding traditional activities on Crown lands.

- Opportunity identification studies.

- Promotion of the principle of partnerships and co-management.

- Provision of services that are eligible for FNFP funding (e.g. business plans, forest management plans) to an individual or groups of First Nations.

- Development of governance and accountability systems and models for First Nations forest management.

FNFP Application
British Columbia
2003/04

Section 1: APPLICANT INFORMATION

1.1 Name of Applicant: _____
(NAME OF BAND, TRIBAL COUNCIL, REGISTERED BUSINESS, REGISTERED SOCIETY)

Applicant Address: _____
(P.O. BOX, STREET)

_____
(CITY/TOWN)

_____
(POSTAL CODE)

Telephone #: (_____) _____ **Fax #:** (_____) _____

E-mail: _____

1.2 Signature Block: *(applicant/contact)*

_____ _____
(APPLICANT SIGNATURE) *(PRINT NAME)*

_____ _____
(POSITION/TITLE) *(DATE)*

1.3 First Nation Affiliation:

Affiliation: _____
(BAND OR TRIBAL COUNCIL ASSOCIATED WITH THIS PROJECT)

Section 2: PROJECT MANAGEMENT INFORMATION

Who is responsible for the day-to-day delivery of the project?

Project Manager: _____

Position/Title: _____

Affiliation/Company: _____

Telephone #: (____)_____ Fax #: (____)_____

E-mail: _____

Will there be a consultant or other outside personnel working on the project?

Name: _____

Company: _____

Address: _____

Phone/Fax: _____

Have they been contacted: _____

Section 3: PROJECT INFORMATION

The following provides basic information on the proposed project. It identifies the name of the project for which the funding will be used, the general location where the project will be implemented (i.e. town, community, reserve, crown land), whether the activities will be on or off-reserve and the anticipated start and completion dates for the project.

Project Background:

Title of Project: _____

_____

Location: _____

_____

On-Reserve ☐ Off-Reserve ☐

Anticipated Start Date: _____

Anticipated End Date: _____

Section 4: PROJECT PARTNERS

If the proposal has other partners who will be contributing either directly or indirectly to the total cost of the project, please provide the following information for ***each*** *partner.*

Name of Partner: _____
(DEPARTMENT, MINISTRY, PROGRAM, COMPANY, BUSINESS, ORGANIZATION)

Name of Contact: _____

Position/Title: _____

Telephone #: (___)_____ Fax #: (___)_____

What are they contributing: *(financial support, in-kind services, training, etc.)*

Cash for: _____

In-Kind for: _____

Why are they contributing? _____

_____

_____

Are there any agreements currently in place? Yes ☐ No ☐

Please attach copies of any agreements.

Section 5: PROJECT DESCRIPTION

Please attach a detailed description of your project which provides complete information and specifically addresses the following questions:

- *What exactly are you going to do?*
- *Why are you going to do it - background, strategic plan, etc.?*
- *What results or products do you expect by the end of the project?*
- *What impacts will the project have over the next 2 - 5 years?*
- *How many businesses and jobs are you expecting to create? For how long?*
- *What exactly are you contributing in terms of cash, in-kind contributions, equipment, training, etc.?*
- *What exactly are your partner(s) (if any) contributing?*
- *What exactly are you asking the FNFP to pay for?*

If your proposal can be separated into logical phases, would you please describe the specific work using the following format:

Phase #	Description of Work and Deliverables	Due Date	Payment
1	***For Example:*** Hire an RPF consultant. Develop and deliver a training plan for Band members in brush control and eco-based forest management methods. ***Deliverables:*** Copy of the training plan. Report on training activities. Report on RPF activities.	October 31, 2002	$17,000
2			

Please Note: The administration of the project requires that approved projects supply proof of both work being carried out and expenditures incurred.

Section 6: PROJECT BUDGET INFORMATION

The project budget information that is provided in this section needs to clearly identify the expected costs of the project, the amount being contributed by the applicant, the amount being contributed by other partners and the amount being requested from the FNFP.

Table 1 is a summary of the project costs by funding source and expense category. Please provide sufficient back-up information to justify the costs outlined. This may take the form of an Excel spreadsheet or similar documentation.

The contribution from the applicant and other partner(s) may be direct (cash) or in-direct (in-kind). In the case of the latter, the contribution must be a "cash-equivalent" contribution that is real and measurable.

Proposals that are approved by the Management Board will be required to submit more detailed budget information.

TABLE 1: PROJECT COST SUMMARY

FISCAL YEAR: 2003 / 2004

EXPENSES:	First Nations Forestry Program	Applicant		Partner(s) *		Total Project Cost
	Cash	Cash	In-Kind	Cash	In-Kind	
Administration						
Labour						
Management/ Professional Services						
Materials/Supplies						
Equipment						
Advertising/ Communications						
Other Expenditures						
TOTALS						

* **If more than one partner, please specify who is paying for which item.**

Section 7: SUPPORTING DOCUMENTS

Have you attached:

BCR/TCR..... ☐

Letters of Support from each partner..... ☐

Copies of existing agreements, tenures, etc..... ☐

Background information (previous plans, etc.)..... ☐

Other: ..... ☐

First Nations Forestry Program
British Columbia

Natural Resources Canada
Canadian Forest Service

Ressources naturelles Canada
Service canadien des forêts

Indian Affairs and Northern Development Canada

Affaires Indiennes Et du Nord Canada

In partnership with First Nations